

Tool 2.5: Research Timeline Template

	What	When	Who
	What is the research task that needs to be done?	By when does it need to be complete?	Who will be the point person/ organization to make sure this task get done?
Develop Research Goals			
Develop Research Question(s)			
Choose Research Method(s)(i.e. survey, focus group, interviews, etc.)			
Create Research Plan			
Create Research Plan			
Design Research Instruments			
Select Your Sample			
Collect Your Data (based on research methods you chose)			
Enter Your Data			
Analyze Your Data			
Data Report Back			
Develop Policy Recommendations			
Package the Report for the Public/Develop Communications Plan			
Release the Report			